

Create or Modify Commodity Type

Objective

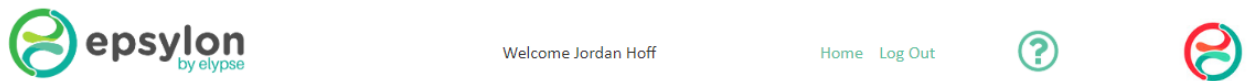
Create or modify Commodity Type that will be part of a Commodity Category, and define its name, unit of measurement, description. Provide additional characteristics to this commodity type that could facilitate the commodity data entry: envelope (allowing attachment of other commodities), formula type (for quick data entry - see “create or modify a Formula”) and single commodity (for selection of single quantity).

This task is to be executed by the System Administrator.

Procedure

Follow these steps to create a Commodity Type:

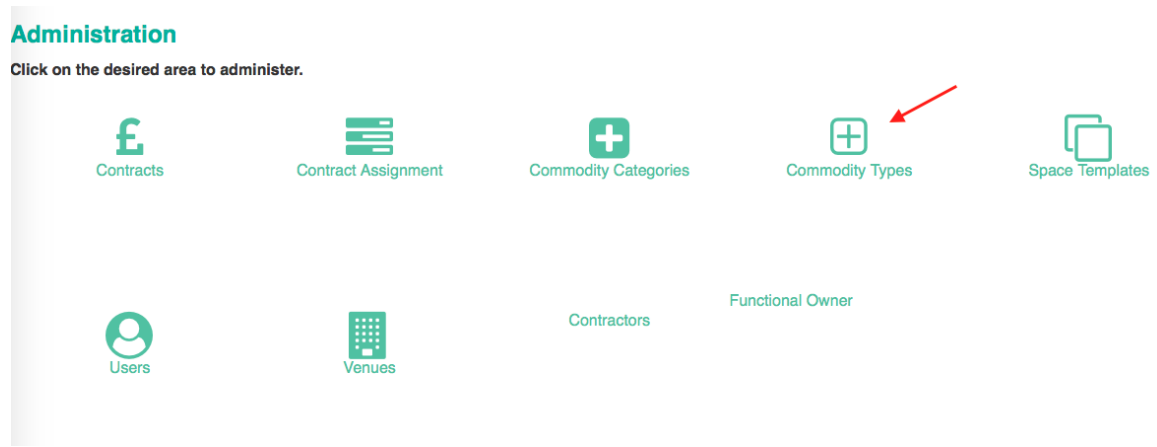
- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)



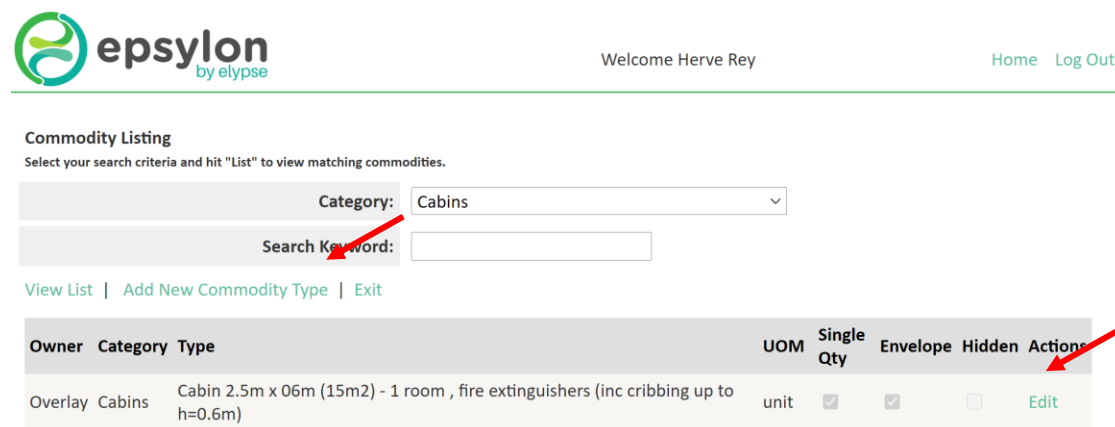
What would you like to do?



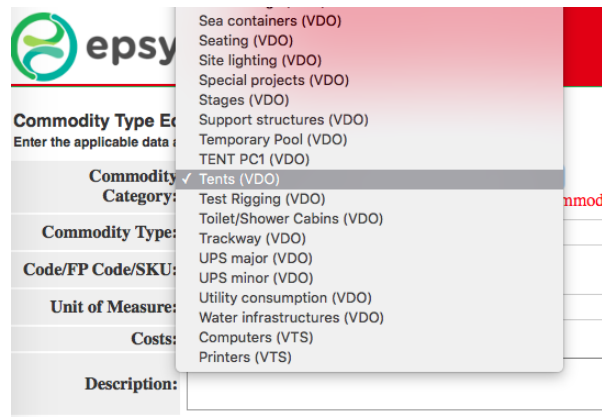
➤ Go to Commodity Types



➤ Click on Add New Commodity Type or Edit



➤ Choose the appropriate Commodity Category from the dropdown menu



➤ Type the Commodity Type

Commodity Type Edit
Enter the applicable data and click the 'Save' link.

Commodity Category:	Tents (VDO) <input type="button" value="v"/>
Warning: Updating the Category will update ALL Commodity Codes in the system for this commodity type.	
Commodity Type:	Tent 05m SPAN High peak - High legs <input type="button" value="v"/>
Code/FP Code/SKU:	7570
Unit of Measure:	(Select) <input type="button" value="v"/> Width (in m, for Tents only): <input type="text"/>
Costs:	
Description:	<input type="text"/>
Envelope?	<input type="checkbox"/>
Single Qty Only?	<input type="checkbox"/>
Hidden?	<input type="checkbox"/>
Model Number:	<input type="text"/>
Dot Code:	<input type="text"/>
Voltage:	0 <input type="text"/>
Phase:	<input type="text"/>
Amps:	0 <input type="text"/>
Watts:	0 <input type="text"/>
KvA:	0 <input type="text"/>
Plug Type:	<input type="text"/>
Plug Count:	0 <input type="text"/>

➤ Choose the appropriate Unit of Measure from the dropdown menu

Unit of Measure: (Select) (Select)
£
day
lm
m (e diff)
m2
unit

- Type the Width (in m, for Tents only)
- Click on Envelope if commodity accessories will need to be attached (Envelopes are main parent commodities such as tents, cabins, ...).
- Assign a formula type from the dropdown menu if applicable (See "Create or modify a Formula")
- Click on Single Qty Only if this Commodity Type should not be chosen more than once at any time
- Click on Hidden if you prefer this Commodity Type not (yet) to be visible by others

Commodity Type Edit

Enter the applicable data and click the 'Save' link.

Commodity Category: Tents (VDO)
Warning: Updating the Category will update ALL Commodity Codes in the system for this commodity type.

Commodity Type: Tent 10m SPAN Two slopes - High legs 3.6 to 6m (soft wall, laces doors, anchors)

Code/FP Code/SKU: 2710

Unit of Measure: m2
 Width (in m, for Tents only): 10

	Contract	Base Cost	Additional Period Cost
Costs: Estimate		93.00	0.00
Test contract #3		0.00	0.00

Description:

Envelope?/Formula Note: Changing the Formula may affect associated commodities in the Conceptual phase when they are edited and re-saved with the new
 8 - Tents 1

Single Qty Only?

Hidden?

- Click on Save to save the type

Commodity Type Edit

Enter the applicable data and click the 'Save' link.

The Commodity Type and TEC information was saved successfully.

Commodity Category: Tents (VDO)
Warning: Updating the Category will update ALL Commodity Codes in the system for this commodity type.

Commodity Type: Tent 05m SPAN High peak - High legs

Code/FP Code/SKU: 7570

Unit of Measure: m2
 Width (in m, for Tents only): 5

- Click on Exit to go back to the main menu
- You can always check to see which Commodity Types are captured under a specific Commodity Category and make modifications to the Commodity Type if required. In order to see the Commodity Type list, select the Category and click on View List

Commodity Listing

Select your search criteria and hit "List" to view matching commodities.

Category: (Select)

Search Keyword:

[View List](#) | [Add New Commodity Type](#) | [Exit](#)

There are no results to display. Please search using the category and search term above. The search term will search all description and title fields for the matching commodity types.

- Click on Edit to go into the details of the chosen Commodity Type to modify as required

Commodity Listing
 Select your search criteria and hit "List" to view matching commodities.

Category:

Search Keyword:

[View List](#) | [Add New Commodity Type](#) | [Exit](#)

Owner	Category	Type	UOM	Single Qty	Envelope	Hidden	Actions
Overlay	Tents	Decking around tent (0 < height <=1 m)	m2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Decking around tent (1 < height <=2m)	m2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Decking around tent (2 < height <=3m)	m2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Decking around tent (3< height <=4m)	m2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Decking option - Handrails / guardrails	lm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Door - External double (w=2m) / glass lockable with panic hardware	unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Overlay	Tents	Door - External double (w=2m) / hublot lockable with panic hardware	unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit